



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Shimera Hunter,
Camden County

CSC Docket No. 2019-634

Classification Appeal

ISSUED: NOVEMBER 26, 2018 (SLK)

Camden County appeals the determination of the Division of Agency Services (Agency Services) that the proper classification of Shimera Hunter’s position is Senior Account Clerk. It seeks an Account Clerk classification for Hunter.

The record in the present matter establishes that at the time of initial Agency Services’ review of the classification of Hunter’s position which resulted in a February 28, 2018 determination (first determination), Hunter was assigned to the Property Unit within the Camden County Police Department and reported to James Bruno, Chief of Staff. Agency Services found that her primary duties were: (1) logging, recording, and ensuring employees in the division return all County issued equipment; (2) obtaining and ensuring purchase orders are properly completed, obtaining quotes from vendors, and preparing requisitions for management signature; (3) entering purchase amount, requisition numbers and all required data in the software program, AS400, by adhering to established guidelines; (4) receiving and monitoring payments for community events and contacting the organization for a delinquent payment; and (5) preparing vendor contracts subsequent to bids awarded by the county. Based on these findings, Agency Services determined that Hunter’s position was Account Clerk.

After the first determination, Hunter was reassigned, and she again sought reclassification of her position, alleging that her duties were more closely aligned with the duties of a Principal Purchasing Assistant. Hunter is now assigned to the Budget & Procurement Unit within the Camden County Police Department and reports to Anthony Moffa, County Police Captain. The appellant has no direct

supervisory responsibility. In support of her request, the appellant submitted a Position Classification Questionnaire (PCQ) detailing the different duties that she performs. Agency Services reviewed and analyzed the PCQ completed by Hunter and all information and documentation submitted. Additionally, Agency Services conducted telephone interviews with Hunter, Moffa and Eric Romolini, Confidential Secretary. Agency Services found that the appellant's primary duties and responsibilities entailed, among other things: (1) processing requisitions to procure materials, supplies and services; (2) obtaining quotes and reviewing vendor quotes, once the vendor has been selected, preparing the requisition, logging the data into the accounting system, and verifying that funds are available in the account line for the requested items; (3) contacting the vendor to resolve any discrepancies; (4) logging the required information related to the quote, including the State contract number, the bid information, vendor information, and all quotes that were submitted in the selection process; (5) managing 14 operating expense lines for the police department; (6) entering purchase amount, the requisition number and all required data in the software program, AS 400, by adhering to established guidelines, if required, setting up a direct voucher for an unexpected charge; (7) verifying the account to ensure that funds are available for the purchase; (8) processing the voucher for payment by using the account number, invoice number and the total requested amount; and (9) submitting the voucher for payment, obtaining the required signatures and submitting for payment. In its August 29, 2018 decision (second determination), Agency Services determined that the duties performed by Hunter were consistent with the definition and examples of work included in the job specification for Senior Account Clerk.

On appeal, the appointing authority asserts that Hunter's duties have not changed since the first determination, which was less than six months from the second determination. It states that Hunter does not lead or supervise any staff, her work is signed by her supervisor and she is closely supervised. The appointing authority indicates that her duties include processing requisitions and vouchers on a routine basis, which are the same duties she performed at the time of the first determination. It presents that the main difference between an Account Clerk and Senior Account Clerk is that a Senior Account Clerk either acts as lead worker or performs more difficult clerical work. The appointing authority highlights that Hunter is not a lead worker and argues that her duties are noncomplex and routine and her duties have not become more complex since the first determination. It asks which duties that are performed by Hunter are considered complex so that it can remove them.

In response, Hunter disagrees with the appointing authority's assertion that her duties have not changed since the first determination as she indicates that her job location and duties were reassigned from the Property Unit to the Budget & Procurement Unit. Additionally, Hunter states that Bruno is no longer her supervisor and the Budget & Procurement Unit supervisors resigned shortly after

her reassignment. Additionally, she refutes the appointing authority's contention that her duties are not more complex as she contends that after the Budget & Procurement Unit supervisors resigned, her job responsibilities greatly increased to include all the budget and accounts payable, property management and backup for secondary employment. Moreover, she disagrees with the statement that she is closely supervised and monitored by her supervisor and not a lead worker as she indicates that she had to train Romolini. She provides documentation to support her statements.

In reply, the appointing authority presents that any duties that Hunter performed for a resigning supervisor were temporary in nature. Additionally, it states that Hunter did not train Romolini and that all items concerning Purchasing, Finance, Seminar and Accounts Payable are accessible on the appointing authority's intranet. Moreover, Romolini is aware of all the requirements, statutes and procedures for requisition and he simply requested information on how the specific department works. The appointing authority explains that procurement is different from purchasing, and that Hunter's duties only involve procurements and requisitions, and although she is requesting a purchasing title, all purchasing is performed by the Purchasing Department. It states that Hunter does not have Property or Secondary Employment responsibilities. The appointing authority argues that Hunter is performing clerical, non-complex and repetitive duties such as e-mails, phone calls, data entry, filing, and other similar duties and her title should be classified as Account Clerk.

In further reply, Hunter presents additional documentation to support her statements. She highlights the training that she performed with Romolini, not to diminish his responsibility or capabilities, but to emphasize her knowledge. She disagrees with the statement that the Purchasing Department handles all purchasing as she states that Purchasing handles the first level, but there are many levels to purchasing. Hunter explains that all the titles that have been examined for her position's classification have similar job definitions and she is just trying to find a title that most closely matches her duties. She emphasizes that after Agency Services' second determination, the appointing authority had 20 days to remove duties if it wanted to classify her position as an Account Clerk. However, she states that she is still performing the same duties.

CONCLUSION

N.J.A.C. 4A:3-3.9(e) states that in classification appeals, the appellant shall provide copies of all materials submitted, the determination received from the lower level, statements as to which portions of the determination are being disputed, and the basis for appeal. Information and/or argument which was not presented at the prior level of appeal shall not be considered.

The definition section of the job specification Account Clerk states:

Under direction performs a variety of routine, repetitive, noncomplex clerical tasks which involve computing, classifying, verifying, and recording numerical data and the reconciliation of accounts, records, and documents to keep sets of financial records complete; does other related duties as required.

The definition section of the job specification for Senior Account Clerk states:

Under direction, performs a variety of responsible and difficult clerical tasks which involve computing, classifying, verifying, and recording numerical data and the reconciliation of accounts, records, and documents to keep sets of financial records complete and/or takes the lead over other employees in the maintenance of accounting records; does other related duties as required.

In this present matter, a review of the job specification definitions for Account Clerk and Senior Account Clerk indicates that the main differences between these two titles is that an incumbent serving as an Account Clerk has tasks that are routine, repetitive and noncomplex clerical duties while a Senior Account Clerk performs more difficult clerical tasks and/or acts as a lead worker. Initially, it is noted that Hunter is not a lead worker as she does not train, assign and review work of specific named individuals on a regular and recurring basis. *See In the Matter of Henry Li* (CSC, decided March 26, 2014). However, it is also clear that Hunter's duties have changed since the first determination as she has been reassigned from the Property Unit to the Budget & Procurement Unit. While the appointing authority characterizes Hunter's duties as e-mails, phone calls, data entry, filing, and other similar duties, after telephone interviews with Hunter, Moffa and Romolini and a review of other documentation, Agency Services found that Hunter handles departmental invoices for payment by checking for accuracy line by line to determine what the Police Department has accumulated. She then contacts the department that generated the invoice to ensure correctness and that they match the agreement originally set up in the purchase order. Further, assuming everything is appropriate, Hunter checks the funding source for the account and prepares a voucher for payment. It noted that in some cases the purchase order may already be set up, while in other cases a new direct voucher may need to be established as a brand new unexpected charge. If the account is already set up, the voucher is charged. In cases where a charge was not expected, a direct voucher needs to be set up and must be drawn out of a line. Agency Services found that Hunter must do an extensive search of all 14 accounts to identify what account should be charged. After determining which line needs to be charged, she reviews the account line to ensure that adequate funds are available. Once confirmed, the voucher is administered for payment using the account number,

invoice number and total requested amount. The vouchers are then sent to the vendor for payment. Once returned, Hunter obtains signatures from the department head and submits them to the county administration for payment. It is noted that the appointing authority has not specifically challenged Agency Services' findings of Hunter's duties, rather it argues that such duties are routine and not at a level warranting a Senior Account Clerk designation. However, Agency Services determined that these duties rise to the level of difficult clerical tasks and the Civil Service Commission (Commission) agrees. Other than mere statements that the appellant's duties are to be considered routine, repetitive and non-complex clerical tasks, the appointing authority has not established that Agency Services' determination that Hunter's new duties are difficult clerical duties was incorrect.

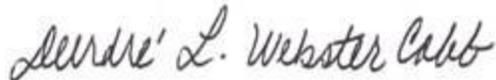
One other matter needs to be addressed. The appointing authority asked to know which duties are considered difficult clerical tasks so that it can remove these duties from Hunter's responsibility and return her to the Account Clerk title. However, the Commission does not dictate the specific duties that an appointing authority assigns its employees. It is the appointing authority's responsibility to determine which duties it believes it should remove.¹ Should it remove any duties, it is ordered that it supply that information to Agency Services so it may determine that Hunter's position is thereafter properly classified.

ORDER

Therefore, it is ordered that this appeal be denied, and the position of Shimera Hunter is properly classified as Senior Account Clerk.

This is the final administrative determination in this matter. Any further review is to be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 21st DAY OF NOVEMBER, 2018



Deirdré L. Webster Cobb
Chairperson
Civil Service Commission

¹ As Hunter's designation as a Senior Account Clerk is provisional pending promotional examination procedures, she does not have a vested right in the position. However, so long as the duties performed by that position remain as described herein, the proper classification of that position is Senior Account Clerk.

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